


# Create a Group or Shared LEH Application


**Search for Hunter**

\* An asterisk indicates a required field.

\* Hunter Number/FWID:

\* Last Name:

\* Birth Date:  



## Step 1 – Search for Hunter Profile

- Review photo ID to confirm identity of hunter
- Enter the hunter’s Hunter Number or FWID, Last Name, and Birth Date
- Click **Search**

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**Hunter's Applications**

Fish and Wildlife ID: 342 156 169  
Fish and Wildlife Status: Active

Hunting Credential: Active  
Residency Credential: Active

**Hunter Information**

Name: John Smith

Date of Birth: Jan 6, 1992

Gender: Male

Main Phone #: ( ) -

Cell Phone #: ( ) -

Email: ssdfsdf@shaw.ca


**Address(s):**

Type: 123 Bay  
Mailing: 100 MILE HOUSE BC V1V2V1

Street: 123 Bay  
100 MILE HOUSE BC V1V2V1

**LEH Applications**

Below is a list of the Hunter's current applications. You may click the Application Number link below to view the payment information for applications that have been submitted by your vendor account.

Draw Name	Draw Year	Species	First Choice	Second Choice	Type	Application Date	Status
							

## Step 2 – View Hunter’s Profile

**Note:** Hunters must have an active Fish and Wildlife ID with active BC resident and hunting credentials to be eligible to submit an LEH application.

- Confirm with the hunter if the contact and mailing information is up to date
- Click **Update** hunter information if any contact or mailing information needs to be updated (optional)
- You may check the hunter’s current LEH applications upon applicant’s request
- Click **Add Application(s)** to create an LEH application

# Create a Group or Shared LEH Application

Shopping Cart - Items appearing in the shopping cart that are not completed within one hour will be removed

<b>Account Details</b>		Hunter Status: Active
		Fish & Wildlife ID: 342156169
Name: John Smith	Mailing: 123 Bay	
Date of Birth: Jan 6, 1992	Address: 100 MILE HOUSE BC V1V2V1	
Gender: Male		
Phone Number: - -		
Email: ssdfsdf@shaw.ca		

Click the yellow button below to purchase one or more LEH Applications. When you are finished, click the 'Submit' button. To cancel your application, click the 'Cancel' button.

<b>LEH Applications &amp; Shared / Group Hunts</b>	<b>ADD LEH APPLICATION</b>
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Application Fee:	\$0.00
GST:	\$0.00
Total CAD:	\$0.00

Vendor Reference Number:

**CANCEL**

## Step 3 – Add an LEH Application

Click **Add LEH Application**

# Create a Group or Shared LEH Application

## Step 4 – Start a New Group or Shared Application

**LEH Application**

\* LEH Draw:

\* Application / Hunt Type:  Individual  
 Join Existing Group / Shared  
 Start a new Group / Shared

\* First Choice  
Hunt Code:


Code	Area	Species	Class	Region	M.U.	Zone	Season 1 Open - Close
4282	PRINCE GEORGE	MOOSE	COW OR CALF ONLY	OMINECA	723	E	10/10/2016 - 10/25/2016

Second Choice  
Hunt Code:

Code	Area	Species	Class	Region	M.U.	Zone	Season 1 Open - Close
4283	PRINCE GEORGE	MOOSE	COW OR CALF ONLY	OMINECA	724		10/10/2016 - 10/25/2016

Group Members

.J. Smith - Initiator



- If there is only one draw open, the **LEH Draw** will automatically populate
- If more than one draw is open, you must select the **LEH Draw**
- Click **Start a new Group/Shared**
- Add first choice 4-digit hunt code and optional second choice

*Note: The group initiator has the option of adding up to 3 group members and submitting applications on their behalf. If the hunter submits an application on behalf of other hunters, he/she is responsible for paying for all applications.*

*If the hunter wishes to add a member to the group, the hunter must do it at this step of the process. Once this application is submitted and paid for, the hunter cannot return to it to add a group member.*

*Group members can also apply for themselves and join the group with the 5-digit group ID the hunter will receive after payment.*

- Proceed to step 6 if the hunter does not want to add group members
- Click **Add Group Member** if the hunter wishes to submit an application on behalf of his/her group members (Optional)

# Create a Group or Shared LEH Application

**Group Member Search**

Fish and Wildlife ID:

Last Name:

First Initial:

## Step 5 (Optional) – Add Group Member(s)

A pop-up window will display

- Enter group member's Fish and Wildlife ID, last name and first initial
- Click **Search**

*Note: The system will not allow for wildcard searches for any of these fields.*

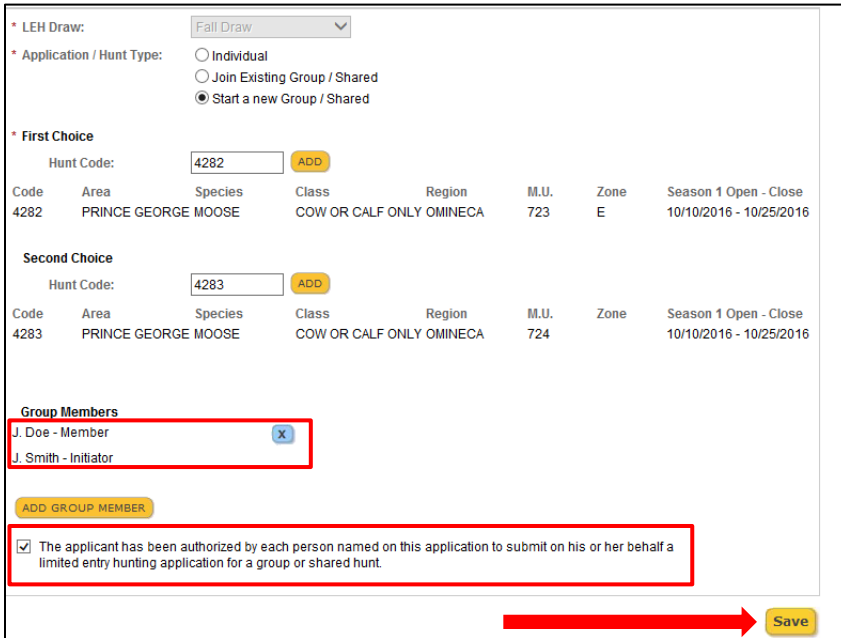
Another pop-up window will display

- Check the box next to the hunter information and click **Select**

**Group Member Search**

Selected	FWID	First Name	Last Name
<input checked="" type="checkbox"/>	998371221	John	Doe

# Create a Group or Shared LEH Application



\* LEH Draw:

\* Application / Hunt Type:  
 Individual  
 Join Existing Group / Shared  
 Start a new Group / Shared

\* First Choice  
Hunt Code:

Code	Area	Species	Class	Region	M.U.	Zone	Season 1 Open - Close
4282	PRINCE GEORGE	MOOSE	COW OR CALF ONLY	OMINECA	723	E	10/10/2016 - 10/25/2016

Second Choice  
Hunt Code:

Code	Area	Species	Class	Region	M.U.	Zone	Season 1 Open - Close
4283	PRINCE GEORGE	MOOSE	COW OR CALF ONLY	OMINECA	724		10/10/2016 - 10/25/2016

Group Members

J. Doe - Member	<input type="button" value="X"/>
J. Smith - Initiator	

The applicant has been authorized by each person named on this application to submit on his or her behalf a limited entry hunting application for a group or shared hunt.

## Step 6 – Review Group and Application Information

- Ensure that all group members have been added to the Group member list
- You must ask the hunter if he/she is authorized to submit an LEH application on behalf of each group member
- Check the box to confirm the applicant has been authorized by the group members to submit an LEH application on their behalf
- Click **Save**

*Note: Advise the hunter that once the application is submitted, only individual group members can remove their applications, and there are no refunds.*

- A group member can be deleted at this point by clicking on the **X** beside the group member's name.

# Create a Group or Shared LEH Application

**Shopping Cart - Items appearing in the shopping cart that are not completed within one hour will be removed**

**Account Details**

Name: John Smith      Mailing: 123 Bay  
Date of Birth: Jan 6, 1992      Address: 100 MILE HOUSE BC V1V2V1  
Gender: Male  
Phone Number: - - -  
Email: ssdfsdf@shaw.ca

Hunter Status: Active  
Fish & Wildlife ID: 342156169

Click the yellow button below to purchase one or more LEH Applications. When you are finished, click the 'Submit' button. To cancel your application, click the 'Cancel' button.

**LEH Applications & Shared / Group Hunts**

Item	Year	Price	Applicant	Action
Fall Draw	1989	\$6.00	J. Doe	<input type="button" value="X"/>
Fall Draw	1989	\$6.00	J. Smith	<input type="button" value="X"/>

Application Fee: \$12.00  
GST: \$0.60  
Total CAD: \$12.60

Vendor Reference Number:

## Step 7 – Shopping Cart Confirmation

- Confirm the applications in the shopping cart with the hunter

*Note: Shopping cart will display initiator's application and any members that have been added to the application.*

- Enter **Vendor Reference Number** (Optional)
- Click **Continue**, OR
- If the hunter wishes to submit additional applications, click **Add LEH Applications**

**Confirm Hunter Contact Information**

**Confirm Address**

Type	Address
PO Box	123 Bay 100 MILE HOUSE BC V1V2V1
PO Box	123 Bay 100 MILE HOUSE BC V1V2V1

**Contact Information**

Individual Email: ssdfsdf@shaw.ca      Telephone #: - - -  
Contact Preference: Email      Cell Phone #: - - -

**Confirm Application Details**

Application ID	Type	Draw	Code	Species	Class	Region	M.U.	Zone	Open Date	Close Date	Group ID	Applicant
247044647	Shared Hunt	Fall Draw	4282	MOOSE	COW OR CALF ONLY OMINECA	723	E	E	Oct 10, 2016	Oct 25, 2016	9JSMP	J. Doe
247044639	Shared Hunt	Fall Draw	4283	MOOSE	COW OR CALF ONLY OMINECA	724	E	E	Oct 10, 2016	Oct 25, 2016	9JSMP	J. Smith
			4282	MOOSE	COW OR CALF ONLY OMINECA	723	E	E	Oct 10, 2016	Oct 25, 2016	9JSMP	J. Smith
			4283	MOOSE	COW OR CALF ONLY OMINECA	724	E	E	Oct 10, 2016	Oct 25, 2016	9JSMP	J. Smith

Shopping Cart Total: 12.60 **PLEASE COMPLETE TRANSACTION BY SELECTING THE BUTTON BELOW**


The applicant confirms that the LEH Application(s) and the contact information are correct

## Step 8 – Confirm Application

- Confirm hunter's address and contact information
- Click **Update Contact Information** if hunter's information needs to be updated
- Check the box to confirm that the hunter's LEH application and contact information are correct
- After processing the payment, click **Complete Transaction**

# Create a Group or Shared LEH Application

**Application Confirmation**

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The Best Place on Earth

The LEH application(s) have been successfully submitted. See below for a list of LEH applications that have now been submitted.


Application ID	Type	Draw	Year	Code	Area	Species	Class	Region	M.U.	Zone	Open Date	Close Date	Group ID	Applicant
<a href="#">247244547</a>	Shared Hunt	Fall Draw	1989	4282 4283	PRINCE GEORGE PRINCE GEORGE	MOOSE MOOSE	COW OR CALF ONLY COW OR CALF ONLY	OMINECA OMINECA	723 724	E	Oct 10, 2016 Oct 10, 2016	Oct 25, 2016 Oct 25, 2016	SJSMP	J. Doe
<a href="#">247244539</a>	Shared Hunt	Fall Draw	1989	4282 4283	PRINCE GEORGE PRINCE GEORGE	MOOSE MOOSE	COW OR CALF ONLY COW OR CALF ONLY	OMINECA OMINECA	723 724	E	Oct 10, 2016 Oct 10, 2016	Oct 25, 2016 Oct 25, 2016	SJSMP	J. Smith

**Customer Information**  
 FWD: 342155189  
 Name: John Smith

**Payment Information**  
 Application Fee: \$12.00  
 GST: \$0.00  
 Total CAD: **\$12.00**  
 GST Registration #: R107854738

Please ensure to provide your customer with a printed copy of the receipt

Purchased From: Vendor Site  
 Purchase Date: Oct 13, 2016  
 Vendor Ref #:


[PRINT RECEIPT](#)
[RETURN TO HUNTER PROFILE](#)

## Step 9 – Confirmation

You must click **Print Receipt** and provide the hunter with the receipt

*Note: Receipt shows both initiator and group members' applications, and the total amount paid for the applications.*

*If you wish to navigate back to the hunter's profile, click **Return to Hunter Profile**.*

# Create a Group or Shared LEH Application

## Ministry of Forests, Lands and Natural Resource Operations Fish and Wildlife Branch Limited Entry Hunt (LEH) Receipt

Date: 10/13/2016

Thank you for submitting your LEH application(s). If you are successful in the Draw, you will be notified and receive your authorization in the mail. You can also check the status of your LEH application at any time by logging on to BC Hunting and checking your FWID profile under LEH History.

See below for a list of LEH applications submitted.

Application #	Qty	Type	Draw	Choice	Hunt Code	Species	LEH Hunt Area	Group ID (if applicable)	Applicant
247044639	1	Shared	Fall Draw	First	4282	MOOSE	723	9JSMP	J. Smith
	1	Shared	Fall Draw	Second	4283	MOOSE	724	9JSMP	J. Smith
247044647	1	Shared	Fall Draw	First	4282	MOOSE	723	9JSMP	J. Doe
	1	Shared	Fall Draw	Second	4283	MOOSE	724	9JSMP	J. Doe

### Customer Information

Name: Smith, John  
 FWID: 342156169  
 Address: 123 Bay  
 100 MILE HOUSE BC V1V2V1

### Payment Information

Receipt Number: R3182970  
 Transaction Type: Purchase  
 Transaction ID:  
 Card Type:  
 Order Number:  
 Approval Code:  
 Response Message:  
 Response Code:  
 GST Registration #: R107864738  
 Application Fee: \$12.00  
 GST: \$0.60  
 Total CAD: \$12.60  
 Purchased From: Vendor: Ministry of Forests Production Test

Thank You!

Your Limited Entry Hunt (LEH) Application fee includes a conservation surcharge which goes to the Habitat Conservation Trust Fund. HCTF uses this money to fund wildlife and habitat conservation projects in BC. To find out more about HCTF's quarterly e-newsletter visit [www.hctf.ca](#)



## Step 10 – Print Receipt

To print the receipt, hover your mouse over to the bottom of the receipt until the menu bar appears, then click on the print icon

*Note: Receipt shows both initiator and group members' applications*



# Create a Group or Shared LEH Application

**Hunter's Applications**

Fish and Wildlife ID: 342 156 169      Hunting Credential: Active  
 Fish and Wildlife Status: Active      Residency Credential: Active

**Hunter Information**      **Address(s):**

Name: John Smith      Type: 123 Bay  
 Mailing: 100 MILE HOUSE BC V1V2V1  
 Date of Birth: Jan 6, 1992      Street: 123 Bay  
 Gender: Male      100 MILE HOUSE BC V1V2V1  
 Main Phone #: ( ) -  
 Cell Phone #: ( ) -  
 Email: ssdfsdf@shaw.ca

**UPDATE**

**LEH Applications**      **ADD APPLICATION(S)**

Below is a list of the Hunter's current applications. You may click the Application Number link below to view the payment information for applications that have been submitted by your vendor account.

Draw Name	Draw Year	Species	First Choice	Second Choice	Type	Application Date	Status
<a href="#">247044639</a>	Fall Draw	MOOSE	4282	4283	Shared Hunt	Oct 13, 2016	Awaiting Draw

## Step 11 – Hunter's profile

- Hunter's LEH application will now be visible from hunter's profile

**LEH Applications**      **ADD APPLICATION(S)**

Below is a list of the Hunter's current applications. You may click the Application Number link below to view the payment information for applications that have been submitted by your vendor account.

Draw Name	Draw Year	Species	First Choice	Second Choice	Type	Application Date	Status
<a href="#">253057792</a>	2016 FALL LEH	Elk	2002		Individual Hunt	May 12, 2016	Awaiting Draw

**VOID**

## Step 12 – Void an application

- If you make an error processing the application and/or payment, click **VOID** to delete the application
- You have up to 30 minutes to void an application before this button is removed

## Questions?

If the instructions contained in this tutorial do not answer your questions, please visit [www.gov.bc.ca/hunting](http://www.gov.bc.ca/hunting) or contact the FrontCounter BC Contact Centre at 1-877-855-3222.

Thank you.